

SECRET

Recommendation (B), page 220

After consultation with the Deputy Director (Support), the Deputy Director (Plans) direct certain overseas stations and bases to provide periodic engineering reports to the Director of Logistics.

Concur: The Deputy Director (Support) has furnished engineering report requirements (by station) to the Deputy Director (Plans). The Deputy Director (Plans) has agreed to instruct pertinent overseas stations to provide the reports as requested.

CONCLUSION:

/s/
Deputy Director (Plans)



ILLEGIB

SECRET

Special Support Assistant/DD/S

Director of Logistics

Construction and Maintenance Reports from Field Stations

1. In order that the Director of Logistics fulfill his responsibilities for construction and proper maintenance of field installations, it is necessary that certain information be furnished by the field stations. The vast majority of stations accomplish this reporting by submitting Form 360, Foreign Real Property Report. For the larger field installations, however, this does not suffice. Most of the larger installations [redacted] are in the Far East Area, and the monthly report of the FE Area Engineer [redacted] gives adequate information on the FE installations. There remain only the following four installations on which additional reporting is required:

[Redacted box]

[Redacted box]

3. The following information is desired monthly:

a. Construction accomplished

b. Construction proposed

c. Maintenance of buildings, utilities and other facilities. This should outline methods of accomplishment, construction and maintenance facilities available, support obtained from others, and work that is the direct responsibility of the Agency.

d. Problems encountered

SECRET

~~SECRET~~

SUBJECT: Construction and Maintenance Reports from Field Stations

e. Reports for action by Headquarters on construction or maintenance problems.

f. Any other pertinent information in the field of construction and maintenance.

4. It is suggested that this report be submitted as a detachable part of the station's operational report to Headquarters in order that the information may be forwarded to the Director of Logistics.

JAMES A. GARRISON

Distribution:

- 1 - Orig. - SBA/MS
- 1 - OL Files
- 1 - OL/RECD Project
- 1 - OL/RECD Chrono

OL/RECD
(7 August 1961)

25X1

~~SECRET~~

SECRET

D R A F T

TO : Chief of Station _____.

FROM : Chief, Area Division or Appropriate O. C. Official

SUBJECT: Admin/Reports
Construction, Maintenance and Repair Projects.

1. In order that HQS. may be kept informed of field construction, maintenance and repair projects, it is requested that monthly reports on such work be forwarded as a separate supplement to the station operational report.

2. The report shall include the following items, as applicable:

a. Construction projects proposed

- (1) Description and purpose
- (2) Estimated cost (including A&E, Administration, construction cost and contingent reserve).

- (3) Method of accomplishment
- (4) Status of project approval
- (5) Required date for completion

b. Construction projects approved

- (1) Funds authorized (amount)
- (2) Estimated cost
 - (a) A&E
 - (b) Administration
 - (c) Construction

SECRET

D R A F T

(3) Proposed methods of accomplishment

(a) Contract

(b) Station Forces

(4) Estimated date of completion

(5) Status of project

c. Construction project in progress

(1) Funds authorized

(2) Estimated cost

(a) A&E

(b) Administration

(c) Construction

(3) Per cent completion to date

(4) Change orders

(a) Estimated cost

(b) Status of Changes

(5) Date of usable completion (estimated or actual)

(6) Date of final completion and acceptance.

(7) Progress payments made and final project cost.

d. Maintenance and repair projects (includes buildings, utilities, road systems, fences and other facilities)

(1) Project description and purpose

(2) Project cost (estimated or actual, include labor and materials as appropriate)

SECRET

D R A F T

(3) Method of accomplishment (contract, station labor or other support).

(4) Status of project

(a) Proposed

(b) Approved

(c) In progress & per cent completion

e. General

(1) Problems encountered

(a) Support (engineering, design, construction, labor)

(b) Procurement of construction materials

(c) Acquisition of property and utilities services required for new projects.

(2) Maintenance facilities available

(a) Station labor

(b) Support available from others

(3) Requests for HQS. action & assistance on construction or maintenance problems

(4) Other pertinent information in the field of construction and maintenance

f. Reports indicating "No Change" in the various above categories are acceptable but reporting for all projects should be kept current.

SECRET

STAT

[Redacted] *File*
11/27/61
Case File

Apparently we must wait for a response from the Director Logistics on this.

As of 2 years ago this was only a part of the overall ~~reporting~~ *reporting* problem which the DD/S Survey Team was working on.

As I remember and indicated to [Redacted] at the time, the "Real Property" reporting was associated with this to a certain extent.

STAT

at that time
The real problem seemed to be that of RE & CD in setting a policy as to what, *construction*

1. They termed ~~considered~~ *construction* as opposed to Maintenance and Repair.
2. Who should do the reporting from the field *on* various types of Expenditures.
 - (a) Chief of Station
 - (b) Area Engineer
 - (c) Project Engineer
3. What do they need to know at Headquarters about Construction, Cost, etc?
4. Definitions as to what kind of a property it was:
 - (a) If we constructed it on some one else's ground.
 - (b) If we constructed and then sold.
 - (c) If we constructed then ~~they~~ moved out.
 - (d) If we shared construction costs with another, is it our property, theirs, etc.

Approved For Release 2005/07/13 : CIA-RDP70-00211R000800070042-9

- (e) If we bought a piece of land with a building and later constructed more buildings, is it one property, or several.

There are many others.

This could develop into quite a project.



STAT

I think that the DD/S survey team found that the Planning Staff/Logistics requested a lot of information about Real Property, but the Team never really pinned down its use.